



P.O. Box 305025
Montgomery, Alabama
36130-5025

STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING &
REFRIGERATION CONTRACTORS

Phone: (334) 242-5550
Email: staff@hacr.alabama.gov
www.hacr.alabama.gov

ANNUAL RENEWAL FORM
(This form cannot be used to change your business name or status)

RENEWAL TYPE Certification Number(s): _____

1. Mark which type of license you are renewing (mark all that apply):
 - INACTIVE HVAC \$95.00
 - INACTIVE REFRIGERATION CONTRACTOR \$95.00
 - ACTIVE HVAC CONTRACTOR \$190.00
 - ACTIVE REFRIGERATION CONTRACTOR \$190.00
 - DATT Renewal \$50.00
 - Apprentice Renewal \$50.00

Be advised your application could be delayed if you use a 3rd party licensing organization. The Board cannot discuss your application information with anyone except the applicant. An affidavit from the processor is insufficient to discuss your licensing information.

LATE FEES:

Annual Active Late Fees	
<u>After December 31</u>	\$440.00 = \$250.00 late fee + \$190.00 renewal fee
Annual Inactive Late Fees	
<u>After December 31</u>	\$345.00 = \$250.00 late fee + \$95.00 renewal fee
Annual DATT Late Fee	
<u>After December 31</u>	\$100.00 = \$50.00 late fee + \$50.00 renewal fee
Annual Apprentice Late Fee	
<u>After December 31</u>	\$100.00 = \$50.00 late fee + \$50.00 renewal fee

SECTION A: IDENTIFYING AND CONTACT INFORMATION – All applicants complete this section.

1. Name: _____
 Last First M.I.
2. Address: _____
 Street

 City State Zip code
3. Home Phone: _____ Work Phone: _____
4. Email: _____

SECTION B: BUSINESS INFORMATION (if applicable)

- 1. Business Name: _____
- 2. Street Address: _____
- 3. Mailing Address: _____
- 4. Home Phone: _____ Work Phone: _____ Cell Phone: _____
- 5. Responsible in Charge: _____

SECTION C: DISCLOSURES

1. Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any felony including any offense for which you have received a pardon, in any jurisdiction in the past 12 months?

___ Yes ___ No If yes, please explain in the space provided below for Board review.

SECTION D: CITIZENSHIP (Must be completed in compliance with Ala. Code § 34-14A-7 and Ala. Code § 31-13-7.)

1. Are you a citizen of the United States? (PROVIDE PROOF OF CITIZENSHIP i.e.: driver’s license, passport, birth certificate)

___ Yes ___ No If “yes,” please read the declaration below, sign, and continue to section 2.

If “no,” see question 2 below.

I hereby declare that I am a citizen of the United States of America and, I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

Signature of Applicant Date

-OR-

2. If you are not a citizen of the United States, are you an alien who is lawfully present in the United States of America?

___ Yes ___ No If “yes,” please read the declaration below and sign.

PROVIDE PROOF OF LAWFUL PRESENCE

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

Signature of Applicant Date

SECTION E: PAYMENT INFORMATION: (PLEASE ENCLOSE PAYMENT FOR EACH CERTIFICATION)

Enter payment information below.

The board only accepts credit cards, money orders, or cashiers checks. All payments are non-refundable.!

Card Number: _____ Exp. Date: _____ CVV2: _____

Be advised there is a 4% convenience fee added to all card transactions. The fee may show as an iGov charge.

Name as it appears on credit card: _____

Signature: _____ Date: _____

DATE RECEIVED: _____

CHECK No: _____

AMT: _____